

< the four principles >

Whoever comes are the right people
Whenever it starts is the right time

Whatever happens is all that could have
When it is over, it is over

< the law of two feet >

If, after being in part of a session you are no longer interested, you have permission to leave. The law puts responsibility for your own actions on your own shoulders.

< bumblebees and butterflies >

People who wish to use their two feet and "flit" from meeting to meeting pollinate and cross-fertilize, lending richness and variety to the discussions.

< videos to introduce concept of Open Space Technology <=> UnConference >

- http://www.youtube.com/watch?v=Ux_LFjFeCvg&feature=player_embedded
- <http://www.youtube.com/watch?v=aD3S0wlbek0&NR=1>
- <http://www.youtube.com/watch?v=AX8ruHXy2lY&feature=related>

< conveners >

Anyone can post issues/topics/ideas/discussion interests on the space-time grid. Conveners capture the resulting discussion for later sharing.

< notes to "would-be" lecturers >

- This is a discussion, we learn more from listening than by talking.
- Let go and let it happen. It will.
- Try not to control the conversation (for conveners "steering" is OK).
- When we do talk, know our audience and don't talk down to us. If we need clarification, we will ask for it.
- Just say it; entertaining embellishments that we do for public speaking are not needed. We are smart enough to get it unadorned
- If we find ourselves writing notes or flipcharts beforehand, step back and take a breath. We're probably preparing a lecture.
- If we are in a session and a lecturer needs help stopping, raise a hand and say "I'd like to hear what everyone else has to say about this."

< forms of documentation => footprints/action >

If we want action to happen, then we will have to support it. This means capturing the notes and action plans from the breakout sessions and might include setting up online facilities for ongoing reference, tracking and invitation.

How will people know we are getting REAL results?

- | | |
|-----------------------------------|-------------------------------------|
| -individual notes | -flipcharts |
| -template passed out to conveners | -xerox handwritten notes |
| -computer typed notes | -voting w/computer, dots or cluster |
| -email, elist, eboard, wiki web | -paint, dance, sing, skits |
| -photo, video, audio | -gallery wall of posters |
| -closing circle commitments | -action plans, immediate next steps |

< capture >

- ISSUE:
- CONVENER(S):
- PARTICIPANTS:
 - (pass this sheet around the circle to collect names of participants)
- SUMMARY OF DISCUSSION, CONCLUSIONS and/or RECOMMENDATIONS:

< closing >

- one or more questions...
- how are you feeling now?
- what was strange or different, what familiar?
- what has this time meant to you?
- what have you learned?
- what will you do?
- how will you sustain what has happened here?

< non-convergence >

- News
 - distribute proceedings as wiki, gallery wall, etc.
 - read, review, reflect on most important
- Now
 - closing circle with talking stick, question(s) from above
- Next
 - re-open space for action ...what will you do? what's next? so what? Now what? post next issues
- Nuts (and bolts)
 - set purpose/scope of issue (invite), who's invited and who will invite (invite list), when/where (spacetime logistics),
- What else to do before next meeting (footprints)

< evaluation - if you absolutely cannot avoid an evaluation form >

- leave responsibility for the quality of experience, productivity, learning with participants, ask them to evaluate their own work, not work of planners...
 - what issues did you see get addressed and/or resolved to your satisfaction?
 - what issues are still needing more conversation and work?
 - what issues were not raised that should have been?
 - what are you doing differently as a result of the conference?
 - what other issues/areas could benefit from similar quality of attention and energy?
- can be as simple as: "as a result of this gathering..." (feelings, insights, plans, actions)

< references >

<http://www.michaelherman.com/publications/PracticeGuide.pdf>
<http://www.mindviewinc.com/Conferences/OpenSpaces>
<http://freechild.org/Firestarter/OpenSpace.htm>